

MURRAY CITY
DRUG AND ALCOHOL SCREENING POLICY

Revised December 2009

I. POLICY STATEMENT

Murray City finds that a healthy and productive work force, safe working conditions free from the effects of drugs and alcohol, and maintenance of the quality of City services, are important to the City, its employees, and the general public. The City further finds that the abuse and misuse of drugs and alcohol creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality of services. The City also recognizes alcohol and drug abuse as a health hazard and encourages employees to seek help.

Therefore, in balancing the interests of the City, its employees, and the welfare of the general public, and to further implement its Drug-Free Workplace policy, Murray City finds that fair and equitable testing for drugs and alcohol in the workplace is in the best interest of all concerned.

The unlawful manufacture, distribution, possession, and the illegal use, abuse, or misuse of a controlled substance; the use of alcohol; and intoxication or being under the influence of drugs or alcohol, while on City premises or while conducting City business off city premises, is prohibited. Officers may at times be authorized to use alcohol as part of an undercover operation, pursuant to Police Policy Section 846 IX. C. A violation of this policy will result in disciplinary action, up to and including termination. Drug and alcohol test results obtained under this policy will not be used against the employee in any criminal proceeding. However, any employee who violates any law is subject to prosecution just like any other citizen, and each employee of the City must understand that illegal conduct which is proven independently of the City's enforcement of this policy will be subject to prosecution.

All recruitment announcements for any position of employment in the City, including in-house recruitments and promotion, shall disclose that a chemical screen test is required.

II. INTERPRETATION OF POLICY SHALL CONFORM TO DISABILITY LAWS

The City shall conform to the Federal Rehabilitation Act and the Americans With Disabilities Act (ADA) and related Utah law prohibiting an employer from discriminating against disabled persons. However, pursuant to those laws, the City may deny employment to any person whose current use of alcohol or drugs would or may constitute a threat to personal or public safety or to City property or prevent that employee from performing the essential duties of the job in question, after having been given all consideration and reasonable accommodations required by the Federal Rehabilitation Act, ADA, and related Utah law.

III. REHABILITATION vs. TERMINATION

An employee who violates the City's drug and alcohol policy is subject to disciplinary action. Although that disciplinary action may include termination of employment, it is the preference of Murray City to seek rehabilitation of an employee after a first violation. Nothing in this policy shall be construed to require the City to offer rehabilitation in all cases of a first time violation. Each case shall be examined on its own facts and the result will be based on that analysis. Depending upon the mitigating and aggravating factors in a given case, termination of employment may be entirely justified, when based upon the recommendation of the employee's department and division head. However, upon a second violation at any time during the employee's employment with the City, termination of employment shall result.

IV. RESPONSIBILITIES

A. Human Resource Department shall implement this policy. This action shall include thorough discussion of Murray City drug and alcohol screening policy; training department and division heads and supervisors to focus on job performance and safety and recognize signs of drug and alcohol abuse; training supervisors on referral procedures; and monitoring compliance with Federal and State disability laws; monitor rehabilitation; assist departments as appropriate in reviewing and implementing disciplinary and rehabilitation referral actions; recommend, review and approve treatment facilities; and advise departments on referral procedures, including a general explanation of employee health insurance benefits which may be available.

B. Department and division heads shall inform supervisors of their responsibilities in implementation of this policy. Specifically, supervisors shall be directed to recognize job performance and safety deficiencies which may be related to drug and alcohol abuse problems, and to document facts and observations which lead to reasonable suspicion that an employee is violating this policy.

C. Department and division heads, with the assistance of the Human Resource Department, shall conduct an orientation with all employees. The orientation shall include a thorough discussion of this policy; restrictions on drug and alcohol possession and use; availability of counseling and treatment, including both voluntary and departmental referrals to psychological services and rehabilitation facilities; and disciplinary actions which may result from violation.

D. Each City employee shall refrain from the possession and/or use of illegal drugs and alcohol in the buildings, vehicles or other property of the City, and shall not misuse prescription drugs which affect safety or job performance; and enter into a written rehabilitation agreement and pursue and complete rehabilitation for a drug or alcohol abuse problem that affects job performance or safety, if required as a condition of continued employment with the City.

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Any City employee working in a safety-sensitive position shall immediately inform his or her supervisor if that employee has started the use of any prescription or over-the-counter medication, concerning which the employee has received a written or verbal admonition that the medication in question does or may cause drowsiness, and which cautions against operation of machinery or motor vehicles while taking that medication.

V. DEFINITIONS

Abuse/misuse - Drug abuse is the use of either an illegal substance or a controlled substance obtained without a prescription for other than medicinal purposes; drug misuse is the inappropriate use of alcohol or prescription drugs. Use of a drug means the presence of a drug or alcohol, or their respective metabolites, in the body.

Alcohol and Drug Screening Test - A generally accepted and proven test methodology as recommended by the laboratory and medical experts selected by the City, consisting of two tests, a screening test and a confirmation test, of the blood, breath or urine, or any combination thereof. Tests may be administered for either or both drugs and alcohol as provided in this policy, and may consist of any or all of the test methodologies available to the City.

Alcohol Content - The amount of alcohol in a volume of breath, expressed in terms of grams of alcohol per 210 liters of breath; or the amount of alcohol in a volume of blood expressed in terms of grams of alcohol per deciliter.

Chemical screening test - Same as Alcohol and Drug Screening Test

Controlled substances - Substances whose sale is controlled by federal and/or state law, including all prescription medications and alcohol.

Evidential Breath Testing Device - A device approved by the National Highway Traffic Safety Administration for the evidential testing of breath and placed on NHTSA's Conforming Products List of evidential breath measurement devices (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

Illegal substances - Chemical substances that have been identified in State and Federal statutes as illegal. For the State of Utah and Murray City, this includes, without limitation, cocaine and its derivatives, amphetamines, heroin, natural and synthetic hallucinogens and marijuana.

Inside Applicant - A present employee voluntarily seeking another City position through promotion or a change in job status.

Outside Applicant - A person who has applied to work regular part or full time for Murray City, including an applicant for a seasonal/temporary position of lifeguard, crossing guards, police cadets and any other such position which requires operation of motor vehicles and/or dangerous equipment, and past employees eligible for rehire.

Positive Test - Alcohol and Drug screening test results that meet or exceed the standards outlined in Addendum A of this policy and procedure.

Reasonable Suspicion - An articulable belief based on documented specific facts and reasonable inferences drawn from those facts that an employee is under the influence of drugs or alcohol. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to a pattern of abnormal or erratic behavior; information provided by a reliable and credible source which can be substantiated or corroborated; a reportable work-related traffic or non-traffic accident; direct observation of drug or alcohol use; or the presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes).

Safety-sensitive positions - All sworn law enforcement personnel; all City employees whose job descriptions require the operation of city-owned vehicles or motorized self-propelled equipment; all City employees who operate city-owned vehicles or motorized self-propelled equipment on a regular weekly basis as an assigned duty for a period of time in excess of six months, regardless of their job descriptions; and all other city personnel so designated from time to time based upon an assessment of the elements of each employee's duties, as determined by the human resource director after consultation with the affected department and division head.

VI. Chemical Screening Testing Categories

A. Final Applicants:

All final inside and outside applicants selected for employment are required to submit to mandatory chemical screening testing of the City's choice.

B. Post-accident Testing:

A city employee who is involved in a traffic accident while driving a city vehicle or any other vehicle on employment-related business, shall submit to mandatory chemical screening testing of the city's choice.

1. As soon as is practical after the accident, the employee's division or department head shall take the employee to Work Med for breath and/or sample collection. Samples of either urine or blood, or both, may be obtained as determined by the City. If the accident takes place after hours, or if the employee is transported to the hospital, the employee's division or department head must call Work Med's "after hours pager number" at **249-4604**. Personnel from Work Med will meet the employee to administer the test at a location requested by the City.
2. If an alcohol test allowed by this method is not administered within eight (8) hours following the determination to test, the City shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test. If a drug test required by this method is not administered within 32 hours following the accident, the City

shall cease attempts to administer a drug test, and shall state in the record the reasons for not administering the test.

3. The employee who refuses urine or blood or both tests shall be immediately removed from duty. Further, the employee without a valid medical explanation shall be subject to disciplinary action, including termination.

C. Return-to-duty Testing:

Before a city employee returns to work following a positive test for alcohol exceeding the limits set forth in this policy, that employee shall undergo mandatory return-to-duty chemical screening testing of the City's choice, with confirmed results indicating an alcohol content level of less than .04 percent.

Before a city employee returns to work following a positive drug test, that employee shall undergo a mandatory return-to-duty chemical screening test with negative results for controlled substances.

If the City has reasonable suspicion that the employee has become a multiple-substance abuser during the leave period, that employee may be required to submit to mandatory chemical screening testing for both alcohol and drugs. A report from the employee's EAP treatment counselor may form the basis for reasonable suspicion to require dual testing.

D. Follow-up Testing:

Subsequent to an employee's return to duty following a drug or alcohol related leave of absence, or following the completion of treatment for drug or alcohol abuse, that employee shall submit to mandatory follow-up chemical screening testing of the City's choice during duty hours at least six (6) times during the following twelve (12) months. Upon the recommendation of the employee's EAP treatment counselor, the employee may be required to submit to mandatory follow-up chemical screening testing during duty hours for up to (18) times during the following thirty-six (36) months. Follow-up testing shall be unannounced and is administered as in the case of random testing as provided in this policy.

E. Reasonable Suspicion Chemical Screening Testing.

A city employee is required to submit to chemical screening testing of the City's choice if the employee's supervisor has reasonable suspicion to believe that the employee is under the influence of alcohol or drugs while on duty.

F. Random Chemical Screening Testing for Safety-sensitive Positions Not Covered by CDL Testing Regulations.

Each fiscal year, the city shall administer random chemical screening tests for alcohol to 10% and drugs to 25% of employees in safety-sensitive job assignments which are not otherwise

classified under the CDL (Commercial Driver License) testing program. Alcohol screening shall be done by breath testing, though the City may also test for alcohol in samples taken for purposes of the drug screening testing. Employees shall be selected through the use of a computer-based random number generator which shall be provided by an independent entity. As of the date of this policy, that entity is IHC WorkMed, but random number generation may be provided by another entity as the City shall determine.

VII. DRUGS TO BE TESTED

A. When drug and alcohol screening is required under this policy, a test or tests will be given to detect the presence of the following drug groups:

1. Alcohol (ethyl)
2. Amphetamines and methamphetamines (e.g., speed)
3. Cocaine and its metabolites (e.g., crack cocaine)
4. Opiates (e.g., codeine, heroin, morphine, etc.)
5. Phencyclidine (e.g., PCP, angel dust)
6. Cannabinoids and their metabolites (e.g., marijuana, THC, hashish)

B. In addition to the specific drug groups named in paragraph A, the City may also test for the presence of any other controlled substance, if reasonable suspicion exists to believe an employee is impaired due to the use of another controlled substance.

C. Sampling shall occur at the primary or secondary medical facility listed in Addendum A, except in exigent circumstances, in which case samples may be taken at any location by qualified personnel from the primary or secondary facilities. An alcohol breath test shall be administered at the medical facility. Testing of blood and urine samples shall occur at an approved laboratory as set forth in Addendum A. If the City elects to administer a breath test, a blood or urine sample, or both, shall be taken to allow additional testing at the City's discretion, and to allow a second confirmatory test at the request of the employee as provided in Paragraph XXI.

VIII. TESTING PROCEDURES

A. Final Applicant Testing.

The Human Resource Department shall be notified before any department or division head, or other City hiring authority offers employment to a final inside or outside applicant. The Human Resource Department will then formally offer the job to the applicant contingent upon passing the pre-placement screening test and physical. An alcohol and drug screening test for the

applicant, as part of the pre-placement physical will then be scheduled.

The Human Resource Department shall give the applicant a copy of this policy, a consent and release form, and the date of the test appointment. The consent and release must be signed before the employee may be tested.

After receipt of the test results, the Human Resource Department will inform the department or division head of the results. This disclosure is limited to whether the test result is positive or negative, and the information shall be kept confidential by the employee's department or division head and all other City personnel who may be aware of the test results, as provided in this policy.

The Human Resource Department will notify the applicant of a confirmed positive test result.

B. Reasonable Suspicion

The City may require a current City employee to undergo chemical screening testing of the City's choice if the employee's supervisor has reasonable suspicion that the employee is under the influence of drugs or alcohol during work hours. Before any testing may occur, the supervisor shall immediately make a verbal report of specific facts, symptoms or observations which formed the basis for determination that reasonable suspicion existed to the employee's department or division head, and to the Human Resource Director or the City Attorney, or their respective designees. As soon as practical, but not later than 24 hours, the supervisor shall fill out a reasonable suspicion observation form, describing the specific facts, symptoms, or observations which formed the basis for the determination that reasonable suspicion existed to justify testing the employee. This written documentation shall be forwarded to the employee's department or division head and to the Human Resource Director.

If an alcohol test required by this method is not administered within two hours following the determination to test, the City shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this method is not administered within eight hours following the determination to test, the City shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

Reasonable suspicion chemical screening testing shall be administered only upon observations made just prior to, during, and just after performance of the employee's duties.

Upon a determination that testing is required, the following procedure shall be followed:

1. Prior to giving a sample, the employee shall sign a consent and release form, which shall be provided by the employee's supervisor.
2. The employee will be immediately taken by the supervisor or another supervisor or

management employee of the department to the medical facility for sample collection or breath testing.

3. If the employee is not able to be taken to the medical facility for sample collection or breath testing, the supervisor shall immediately telephone the medical facility (any time day or night) and/or call medical personnel from the facility to go to where the employee has been taken to collect the drug and alcohol screening test samples.

4. The employee may be immediately removed from duty and assisted in getting home after the drug and alcohol screening test.

5. The employee may be placed on administrative leave, with pay, until the test results are available and a preliminary administrative review has been conducted.

An alcohol and drug screen test for "reasonable suspicion" includes testing of urine, blood, or breath, or any combination of these tests as determined by the City .

Nothing in this paragraph shall be construed to restrict the City's authority to test a current employee who is an inside applicant selected for employment.

C. Random Testing For Safety-sensitive Positions

Employees subject to random testing will be tested in accordance with the same procedure as is used for testing of applicants selected for employment with the City, except that the test will be unannounced and will be administered without delay. If an employee has an alcohol concentration greater than 0.02 but less than 0.04, the employee will not be allowed to perform any safety-sensitive functions for the City until the start of the next regularly scheduled duty period, but not less than 24 hours after the test administration of the test.

D. Post-accident Testing.

As soon as is practical after an accident, the employee's division or department head shall determine if the event requires testing under this policy. If a test is required, the City shall take the employee to the medical facility for breath testing or sample collection, or both. Samples of either urine or blood, or both, may be obtained as determined by the City. If an alcohol test allowed by this method is not administered within eight hours following the determination to test, the City shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test. If a drug test required by this method is not administered within 32 hours following the accident, the City shall cease attempts to administer a drug test, and shall state in the record the reasons for not administering the test.

E. Return To Duty Testing.

As a condition of returning to duty after a violation of this policy, an employee shall be subject to chemical screening testing as determined by the City.

F. Follow-up Testing.

As a condition of returning to duty after a violation of this policy, an employee shall be subject to unannounced follow-up chemical screening testing. The frequency and the period during which the employee is subject to this testing shall be established in writing and shall be provided to the employee. The testing under this method shall be administered as in the case of the random mandatory screening testing described in this policy.

IX. PRIOR NOTICE OF TESTING POLICY

Any prior notice required by this policy, or by statute or ordinance may be provided by any or all of the following means, as determined by the city: personal notice to the employee, employee notices, newsletters, staff meetings and special training or orientation sessions. Such notice shall contain, without limitation, the following information:

1. The need for drug and alcohol testing;
2. The circumstances under which testing may be required;
3. The procedure for confirming an initial positive drug test result;
4. The consequences of a confirmed positive test result;
5. The consequences of refusing to undergo a drug and alcohol test;
6. The right to explain a positive test result and the appeal procedure available; and
7. The availability of drug abuse counseling and initial referral services (ASSIST).

X. NOTICE AND CONSENT

Before a drug and alcohol test is administered, employees and applicants will be required to sign a consent form authorizing the test and permitting release of test results to those City officials with a need to know and to the Employee Assistance Program.

XII. REFUSAL TO CONSENT: APPLICANTS

An applicant who refuses to consent to a drug and alcohol screen test will be denied employment with the City. If the applicant is a current City employee, the applicant will be denied employment in the position for which application was made. No denial shall be made without the Human Resource Director first attempting to discuss the refusal with the applicant.

XIII. REFUSAL TO CONSENT: EMPLOYEES

An employee who refuses to consent to a drug and alcohol screen test is subject to disciplinary action, including termination. If a breath test is requested by the City, an employee who fails to provide an adequate breath sample without a valid medical explanation is deemed to have refused to consent to testing. No disciplinary action shall be taken without the Human Resource Director first attempting to discuss the matter with the employee.

XIV. CONFIRMATION OF TEST RESULTS

If a blood or urine chemical screening test yields a positive result, the same sample shall be subjected to a GC/MS confirmation test using a portion of the same test sample given by the employee or applicant for use in the first test. If a breath test for alcohol yields a positive result, a second confirmatory breath test shall immediately be administered using the same breath testing device.

If the GC/MS or a confirmatory breath test confirms the initial positive screening test result, the employee or applicant shall be notified of the results in writing by the Human Resource Director. This notice shall also inform the employee or applicant of the right to obtain a second blood or urine confirmation test as provided in Section XXI. A second confirmatory breath test is not available. The letter of notification shall identify the particular substance found based upon established cutoff limits. In the case of an applicant or employee, a medical review officer's evaluation shall be obtained prior to notification by the Human Resource Director.

An employee or applicant with a confirmed positive blood or urine test may have a retest conducted on the same sample at another laboratory selected by the City, as provided in Section XXI.

XV. CONSEQUENCES OF A CONFIRMED POSITIVE TEST RESULT

A. Applicants: Outside applicants having confirmed positive test results will be denied employment with the City. Inside applicants may be denied employment in the position for which application was made. Each case will be evaluated according to applicable law, including the Americans With Disabilities Act. All applicants shall be informed if rejection is based on a confirmed positive test result. Employee applicants shall be referred to the City's Employee Assistance Program (ASSIST).

B. Employees: If an employee's positive test result has been confirmed, the employee is subject to disciplinary action up to and including termination, in accordance with the Murray City Career Service and Civil Service Rules and Regulations. Factors to be considered in determining the appropriate disciplinary response may include the employee's work history, length of employment, current job performance, the circumstances under which the violation was detected, and the employee's past disciplinary record, together with such other factors as may be determined by the City. No disciplinary action should be taken for the sole reason that employees who voluntarily identify themselves as drug users, prior to being called up for a drug/alcohol test or the time their use has otherwise been detected; who obtain counseling and

rehabilitation through the City's Employee Assistance Program; and who thereafter refrain from violating the City's drug and alcohol policy. However, this provision shall not restrict the City from taking disciplinary action arising from violations of City conduct rules and standards, including being at work while under the influence of illegal drugs, or alcohol; inability to perform essential functions of the job, etc., or making job reassignments to reduce the risks of accident or injury that may result from the use of alcohol or drugs. Any employee aggrieved by such personnel action, temporary or otherwise, may appeal pursuant to the applicable career service and civil service personnel rules and regulations.

XVI. HEARING

An employee whose confirmation test result is positive, or who was disciplined for refusing to take a test upon request by the City pursuant to this policy, shall be granted a hearing, if requested, in accordance with the grievance and appeal adjudication procedures set forth in the City's Career Service Policies and Procedures and the Civil Service Rules and Regulations.

The scope of the hearing is limited to a review of the facts relating to the determination that the employee be required to submit to chemical screening testing, the reasons for refusing to take the test after being requested to do so, if applicable, and the test results, if any. The employee has the burden of going forward with evidence that this policy has not been correctly administered in the employee's case. The employee may be represented by a person of his or her choice.

The board or commission hearing the appeal shall issue written findings supporting its conclusion whether the employee has shown, by a preponderance of the evidence, that the request that the employee submit to a test was improper or not justified under this policy, that the employee's refusal to submit to testing was justified under this policy, or that the test results, if any, should be not be accepted.

If the board or commission finds that request that the employee submit to testing was not justified or allowed by this policy, or rejects the test results, if any, the employee shall be restored, without prejudice, to the status the employee had or would have had if no action had been taken pursuant to this policy, and any payment of compensation lost as a result of any disciplinary action shall be paid to the employee.

If the board or commission upholds the City's request that the employee submit to testing, or, if applicable, finds that the employee has improperly refused to submit to testing under this policy, and determines that the test results, if any, were properly obtained, the disciplinary order imposed on the employee shall be confirmed.

XVII. MANDATORY REFERRAL TO EMPLOYEE ASSISTANCE PROGRAM

Upon the first confirmed determination that an employee is under the influence of drugs or alcohol, the city shall refer the employee to ASSIST for initial assessment, counseling, and rehabilitation. Participation in an approved drug/alcohol rehabilitation program may be required as a condition of continued employment, and the employee may be required to enter into a written rehabilitation agreement with the City. Disciplinary action based on a violation of the City's drug and alcohol screening policy is not automatically suspended by an employee's

participation in ASSIST or similar rehabilitation program. Referral to the Employee Assistance Program shall not prevent the City from taking disciplinary action against an employee including the termination of the employee from city employment.

XVIII. CONFIDENTIALITY OF TEST RESULTS

All information from an employee's or applicant's drug and alcohol test is hereby classified as a controlled record as defined in the Governmental Records and Management Act (GRAMA), and only those legally entitled to know may be informed of test results. Disclosure of test results to any other person, agency or organization is prohibited unless written authorization is obtained from the employee or applicant or upon subpoena in accordance with law. Test results will not become part of the employee's personnel file and will be secured in a separate locked file in the human resource department.

XIX. PRIVACY IN DRUG TESTING

Urine samples shall be provided in a private restroom stall or similar enclosure so that employees and applicants may not be viewed while providing the sample. Street clothes, bags, briefcases, purses, and other containers may not be carried into the test area. The water in the commode, if any, shall be colored with blue dye to protect against dilution of test samples. The room should not have a sink or access to water of any kind.

XX. LABORATORY TESTING REQUIREMENTS

All drug and alcohol testing of employees and applicants shall be conducted at medical facilities or laboratories selected by the City. To be considered as a testing site, a medical facility or lab must submit in writing a description of the procedures that will be used to maintain test samples. Factors to be considered by the City in selecting a facilities include, without limitation:

1. Sampling procedures which ensure privacy for employees and applicants and which prevent tampering;
2. Methods of analysis which ensure reliable test results, including the use of gas chromatography/mass spectrometry to confirm positive screening test results;
3. Chain-of-custody procedures which ensure proper identification, labeling and handling of test samples; and
4. Retention and storage procedures which ensure reliable results for confirmatory tests of original samples.

XXI. SECOND CONFIRMATION TEST

When the applicant or employee is informed of a confirmed positive test result, he or she shall also be informed of the right to request a second confirmation test of the same blood or urine sample by notifying the Human Resource Director within 72 hours of notification of the positive test results.

The cost of the second confirmation test shall be shared equally by the City and the applicant or employee. If the test is negative, the City shall reimburse the applicant or employee's share of the cost of the test.

The second confirmation test will be performed by another laboratory selected by the City and shall be interpreted by a qualified medical review officer of the City's choice.

XXII. MURRAY CITY RULES AND REGULATIONS NOT SUPERSEDED. CITY'S RIGHT TO AMEND

This policy shall not alter nor supersede any existing grievance or disciplinary procedures established by Civil Service or Career Service rules and regulations. The City reserves the right to amend this policy.

ADDENDUM A

APPROVED MEDICAL FACILITY FOR TAKING OF URINE AND BLOOD SAMPLES FOR CHEMICAL SCREENING TESTS

Primary Medical Facility

IHC WorkMed Occupational Health Clinic
201 East 5900 South, Suite 100
Murray, Utah

Secondary Medical Facility

Workcare
2390 So. Redwood Rd.
Salt Lake City, Utah 84119

Approved Laboratory for Chemical Screening Tests

Lab One
10101 Renner Blvd.
Lenexa, KS 66219

Drug Screening Test

The Enzyme Multiple Immunoassay Technique (EMIT) system shall be used for screening all urine samples. The test procedure shall screen for evidence of any single drug or any combination of drugs listed below. The cutoff limit for the screening test of a specific drug in each class is as follows:

Screening (EMIT) Test

Drug Class	Cutoff Limit
Amphetamines, methamphetamines (speed)	1000 ng/ml
Cannabinoids (marijuana, THC, hashish) and metabolites	50 ng/ml
Cocaine and its metabolites	300 ng/ml
Opiates (Heroin, morphine, codeine, etc.)	2000 ng/ml
Phencyclidine (PCP, Angel Dust)	25 ng/ml

If any specific drug is present at or above the cutoff limit, the screening test is deemed to be positive.

Drug Confirmation Test

Gas chromatography and mass spectrometry (GC/MS) technology shall be used to confirm all positive drug screening test results. The cut off limit for the confirmation of specific drugs in each class is as follows:

DRUG CLASS	SPECIFIC DRUGS OR METABOLITE AS CONFIRMED BY GC/MS	CUTOFF LIMIT
Amphetamines	Amphetamine Methamphetamine	500 ng/ml 500 ng/ml
Cannabinoids	Delta 9 (Tetrahydro-cannabinol THC) 11-nor-9carboxy	15 ng/ml 15 ng/ml
Cocaine	Benzoyllecgonine, a metabolite	150 ng/ml
Opiates	Codeine Morphine Hydrocodone Oxycodone	2000 ng/ml 2000 ng/ml 2000 ng/ml 2000 ng/ml
Phencyclidine (PCP)	Phencyclidine (PCP)	25 ng/ml

If a specific drug meets or exceeds the GC/MS cutoff level, the GC/MS test shall be considered a positive test confirming the positive screen test.

The City may test on a case-by-case basis for controlled substances not listed in the tables. The threshold and confirmation level for each drug so tested shall be established by the City upon the advice of the laboratory or the medical review officer, or both.

Alcohol Screening and Confirmation Test

Screening for alcohol shall use one or more of the following tests, as determined by the City:

- a. Breath testing by an evidential breath testing device; or
- b. Blood test by gas chromatography.

A screening test for alcohol shall be deemed positive if the alcohol content level meets or

exceeds .04 percent. A confirmation test will be given if a positive screen test result is obtained.

Confirmation test for alcohol shall consist of one or more of the following tests:

- a. Evidential breath testing device; or
- b. Gas chromatography testing of blood.

A confirmation test result for alcohol shall be deemed positive if the alcohol content level meets or exceeds .04 percent.

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